

# WORK FROM HOME

## UPGRADE



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A dramatic landscape featuring a stormy sky with dark, heavy clouds and a bright lightning bolt striking down on the left. A paved road with a dashed white center line winds through a green field on the right and a rocky, sparsely vegetated area on the left. The road leads towards a distant horizon under a lighter, blue sky on the right side of the frame.

**Introduction**

**Assessment**

**Real Problem**

**Upgrades**



# INTRODUCTION





A man in a dark blue suit and tie is shown from the chest up, holding his head in both hands with his fingers interlaced. He has a distressed expression. The background is a dark, textured surface with numerous white, three-dimensional letters and numbers floating or falling around him, creating a sense of mental clutter or information overload. A black rectangular box is superimposed over the center of the image, containing the text "BRAIN FOG" in white, bold, sans-serif capital letters.

**BRAIN FOG**

“ This pandemic has affected most, if not all, areas of people's lives, and led to changes in how we work, socialize and get our basic needs met.

We have been in uncharted waters, not knowing what this virus was going to do, how best to protect ourselves and our loved ones, how others would respond, and how long this would last."

(Dr. Mary Beth Bryan, a clinical psychologist with Sharp Mesa Vista Hospital)

# Brain Fog Symptoms

- Mental slowing
- Fatigue



# Brain Fog Symptoms

- Trouble thinking
- Cognitive inefficiency



# Brain Fog Symptoms

- Struggle paying attention
- Difficulty completing daily tasks





# Brain Fog Symptoms

- Hard to focus
- Slow to initiate action



# Causes of Brain Fog

- COVID-19
- Medical conditions





# Causes of Brain Fog

- Stress
- Pandemic lifestyle

A photograph of a modern building facade with a grid of windows and balconies. A dark blue banner with white text is centered over the image. The building has a light-colored, textured facade and dark-framed windows. Balconies with black railings are visible on the right side. The sky is blue with some clouds.

# **UPGRADE #1 ENVIRONMENT**



# Environment

Home **NOT** designed for long term work



# Work zone











# Organise

## Clutter vs Tidy











# Tools of the Trade



# Tools of the Trade

- Smartphone
- Laptop
- Support



# Tools of the Trade

- Electricity (loadshedding)
- Data

# Communication

Co-workers







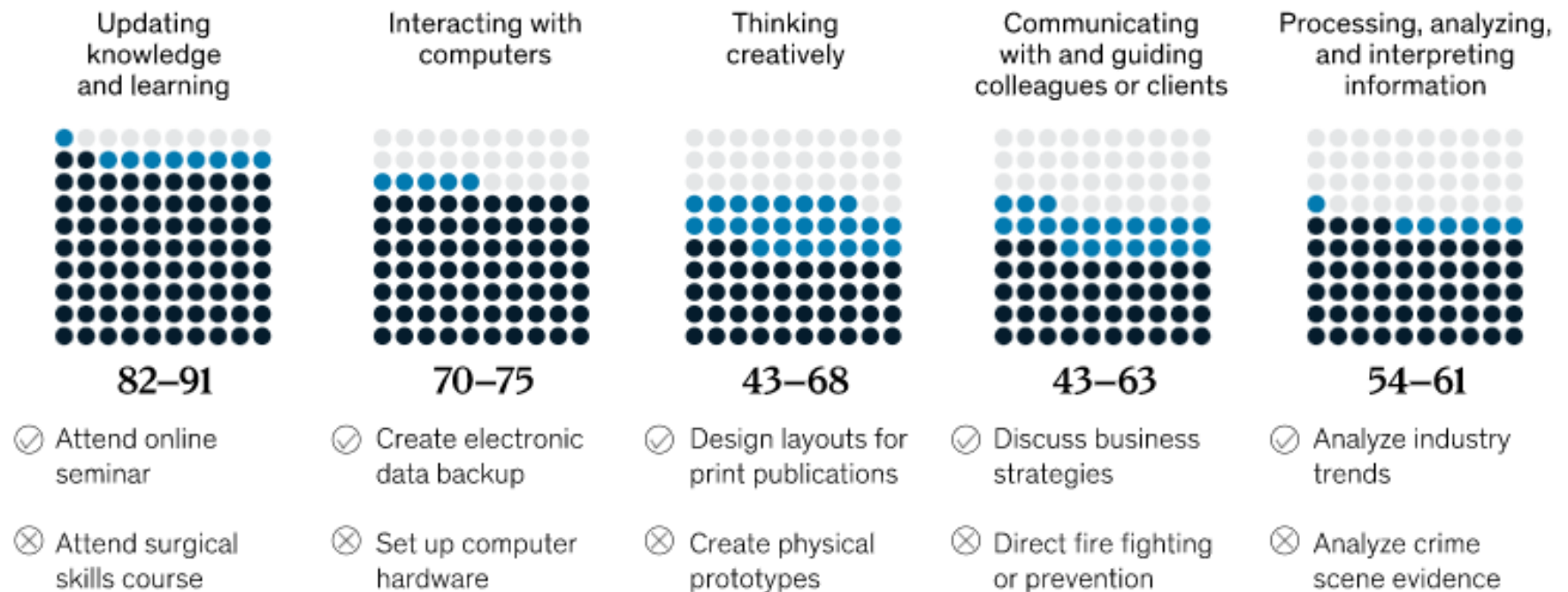
# UPGRADE #2 STRUCTURE





# Structure your activities

- 2020 McKinsey Global Institute Study
- Activities for highest potential for remote work



2020 McKinsey Global Institute Study

Communicating and  
establishing inter-  
personal relationships



29–57

Performing  
administrative and  
organizational activities



39–52

Training, teaching,  
coaching, and  
developing others



6–47

Monitoring processes,  
surroundings, or  
use of resources



34–46

Selling to or  
influencing  
others



24–41

✓ Answer telephones  
to direct calls

✓ Arrange facility  
schedules

✓ Instruct college  
students

✓ Monitor market  
conditions or trends

✓ Market products,  
services, or events

⊗ Represent clients  
in legal proceedings

⊗ Operate cash  
registers

⊗ Train food-  
service personnel

⊗ Patrol properties  
to maintain safety

⊗ Distribute  
samples

# Activities

- Relook at the job description
- How do office based activities change when it is performed at home?





# Activities

- Which tasks are batched?
- When do you check emails/WA?



# Deep work

When will you do **deep work**?



# Time

- What time do you start & stop work?
- What time is tea break?
- What time is lunch?



# Time

- When do you schedule meetings?
- Which meetings can you reduce?







# **UPGRADE #3**

## **10X COMMUNICATION**





“ **60,000+** Microsoft employees worked remotely during the pandemic, communication between employees and groups slowed down, and became more formulaic and self-contained”

(Nature Human Behaviour study, September 2021 / ScienceFocus)

# Team Communication

# Team Communication

- Daily (online)
- Video on

# Team Communication

- Weekly (in-person)



# Team Communication

- Make that call

# Online meetings

- 30 minutes
- Breaks between meetings

# Automated communication



# Automated communication

Do you ever say the same thing on email, to different people?



# Automated communication

- Email scheduling
- Templates



# Personal communication

Work time vs Home time







**UPGRADE #4  
INVEST IN YOU**



# YOU

“If you really want to be fulfilled and happy, start by improving the most important relationship that you have.

And it's with the human being you spend your entire life with. The one who's staring back at you every morning in the mirror.”

(Mel Robbins)



Give yourself a High 5 daily

(Mel Robbins, High 5 Habit)



# Flow

## Energised vs Drained









# CONCLUSION

JUST  
BREATHE





WA to 084 581 49 22  
with name & email